

# ESDB



## Education Services for the Deaf and Blind

- Eastern North Carolina School for the Deaf, Wilson
- North Carolina School for the Deaf, Morganton
- The Governor Morehead School, Raleigh

## ESDB Policy Manual 2016

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See Policy Manual at - <http://www.esdb.nc.gov>

## ESDB Policies

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** School Security

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

The North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School, shall develop and implement policies to provide guidance and support to the Education Services for the Deaf and Blind (ESDB) schools in the management of campus security.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Due Process for Exceptional Children Students

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** OSHA 29 CFR: Part 1910.1030

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind (ESDB) schools shall follow DPI Manual, NC Policies Governing Services for Children with Disabilities.

<http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities/policies-children-disabilities.pdf>

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Human Rights Committee

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G. S. 122C

**Administrative Procedures Act (APA) Reference Number and Category:**

Each Education Services for the Deaf and Blind (ESDB) school, unless otherwise provided by law, may establish and maintain a Human Rights Committee.

Each ESDB school may establish guidelines for the composition and operation of Human Rights Committees when choosing to have such a committee.

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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Exposure to Infectious Disease Control Plan

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** OSHA 29 CFR: Part 1910.1030

### **Administrative Procedures Act (APA) Reference Number and Category:**

The North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School shall establish a comprehensive plan to prevent employee exposure to blood borne pathogens and or other potentially infectious materials and to provide guidelines to staff following occupational exposure.

The Education Services for the Deaf and Blind (ESDB) schools shall provide a safe working environment for all employees. Policies shall be developed and enforced which decrease the potential for occupational exposure to blood-borne pathogens. These practices are to comply with OSHA 29 CFR Part 1910.1030- Occupational Exposure to Blood-borne Pathogens.

ESDB schools shall develop an Exposure Control Plan. The Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

1. Reflect changes in technology that eliminate or reduce exposure to blood borne pathogens; and
2. Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

Input shall be solicited from non-managerial employees, such as Student Health Center staff, which are responsible for direct client care and who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the appropriate file.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** External Research

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 115C-288, FERPA, SBE Policy, TCS-C-028

**Administrative Procedures Act (APA) Reference Number and Category:**

In accordance with State Board of Education (SBE) policy, researchers should secure permission before beginning research in Education Service for the Deaf and Blind (ESBD) schools. Researchers shall follow the procedures approved by the SBE policy, regarding external request for education data.

The ESDB Superintendent shall review requests from individuals and/or agencies for any research project and shall document each instance in which approval of a research study is granted.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Management, Investigation and Report of Abuse, Neglect and Exploitation of Students

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 143B-10

**Administrative Procedures Act (APA) Reference Number and Category:**

The North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School shall provide a framework for the consistent investigation of reports and allegations of abuse, neglect, and or exploitation of students attending residential schools and or enrolled in programs under the supervision of the Education Services for the Deaf and Blind (ESDB).

Any employee (permanent and temporary), contractor or volunteer assigned to or working in any school or program under the supervision of the ESDB, with knowledge of any incident or alleged incident related to the abuse, neglect or exploitation of any student, must report such incidents as set forth in the procedures of each school.



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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** School Improvement Planning

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 143B-145.12

**Administrative Procedures Act (APA) Reference Number and Category:**

The North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School shall establish uniform practices for the development and implementation of School Improvement Plans at each residential school which support the 24-hour, five-day week education for residential and day students.

The strategic School Improvement Plan is developed by a School Improvement Team and they will develop document that guides each school for a three-year period. All stakeholders (instructional staff, residential staff, support services staff, parents, and community members) shall have a voice on the School Improvement Team. The School Improvement Plan should address all aspects of the school community which enable every child to master basic skills and knowledge which are the foundation for lifelong learning.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Unethical Influence

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 115C-36 and 115C-47

**Administrative Procedures Act (APA) Reference Number and Category:**

The North Carolina School for the Deaf, Eastern North Carolina School for the Deaf and the Governor Morehead School shall help protect the safety and welfare of students.

All school employees shall to refrain from the use of their positions or assignments in ways that could be construed to unfairly or unduly influence students in matters such as:

- a) Recruiting students to participate in private business-type activities operated by the employee apart and separate from the school system.
- b) Advising participation in activities or events which require more than nominal costs for such activities as lunches, dinners, admissions, transportation, and entertainment.
- c) Receiving fees or other consideration for the recruitment, enlistment, or chaperoning of students for private promotions.
- d) Participating in religious activities.
- e) Any other standards of conduct prohibited in State Board Policy, TCS-C-004, Policy regarding Standards of Conduct for the North Carolina Department of Instruction.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Driver's License Record Check

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

A driver's license and record check shall be conducted on current Education Services for the Deaf and the Blind (ESDB) employees, applicants and contractors engaged in student transportation. Driving record convictions and dispositions may have an impact upon this mission and will be considered in employment decisions.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and the Blind

**Policy ID Number:** New Policy

**Policy Title:** NC Standard Course of Study, Occupational Course of Study and Extended Content Standards

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative**

Education Services for the Deaf and Blind (ESDB) shall follow the requirements of the NC Standard Course of Study, Occupational Course of Study, and Extended Content Standards, for each subject for which a standard is provided.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf Blind

**Policy ID Number:** New Policy

**Policy Title:** Intramurals, Physical Activities and Athletics

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 143B-10

**Administrative**

Each Education Services for the Deaf and Blind (ESDB) school may participate in an athletic association or group of its own choice and follow all procedures pertaining to eligibility requirements, regulations, and guidelines for students, school leadership, and coaches involved in organized athletics.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Parameters for School Activities

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and the Blind (ESDB) encourages students and staff to celebrate school tradition; however, in matters related to religion, schools must remain neutral. The effect of any activity must neither advance nor inhibit religion.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Use of School Interpreters with Other Agencies

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 115C-47(18)

**Administrative Procedures Act (APA) Reference Number and Category:**

To avoid the appearance of conflict of interest and bias and to protect both students and staff, the following guidelines govern the use of interpreters employed and contracted by the Education Services for the Deaf and Blind (EDSB):

School interpreters may:

1. Interpret for the student to inform him or her of the events that are taking place.
2. Interpret when an agency is gathering information that could lead to the receipt of financial or other benefit by the student.
3. The agency conducting the investigation shall be responsible for ensuring that the student(s) involved has appropriate access to the proceedings.

School interpreters may not:

1. Be used as interpreters in situations that could potentially lead to action against the school or any school staff.
2. Participate in the collection of information that will be used by the agency conducting the investigation, i.e., Department of Social Services, law enforcement agencies, etc.
3. Interpret for the student in such situations when action by school staff are being investigated.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Placement Procedures

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** NC Policies Governing Services for Children with Disabilities, IDEA, G.S. 115C, Article 9

**Administrative Procedures Act (APA) Reference Number and Category:**

Consistent with federal regulations, the Education Services for the Deaf and Blind (ESDB) shall establish uniform procedures for referral, screening, and placement of Deaf, Hard of Hearing, Blind, Deaf-Blind and Visually Impaired students in the state operated residential programs in ESDB .

Each ESDB school shall name a school representative who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of the child. The individual must hold a current license as a special education teacher, administrator in North Carolina, or speech/language pathologist. In addition, the individual shall be knowledgeable about the North Carolina Standard Course of Study; Occupational Course of Study (OCS) and Extended Content Standards (ECS); and knowledgeable of the available resources of the school. It is important that the school representative has the authority to commit school resources and ensure that whatever services are described in the Individualized Education Program (IEP) will be provided.

The school representative will contact the local special education director, (not a particular school, unless directed by the local Exceptional Children director) and arrange to observe the student referred in multiple settings, including the student's



classroom, cafeteria and a non-structured setting. All contact concerning possible admission to a residential school must be initiated by the LEA. Inquiries from parents and others shall be directed to the appropriate LEA.

The school representative will review forms and consider information used in making the recommendation for placement. (Schools should consider the present status and needs of the student, reason for referral, and services presently and previously provided, and results of screening and assessment.) All state-adopted forms must be completed and signed.

The school representative will participate in discussions about the least restrictive environment for student.

If the IEP team decides that residential school placement is the least restrictive environment for the referred student, the ESDB school representative should take a copy of properly completed and signed forms back to the appropriate ESDB school, discuss with staff and plan for the student's transition.

The ESDB superintendent shall be notified of all student placements and transitions back to an LEA.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and the Blind

**Policy ID Number:** New Policy

**Policy Title:** Prohibition of Corporal Punishment

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind (ESDB) prohibits the use of corporal punishment to discipline any student. No employee, volunteer or any individual who is charged with the care and custody of any student enrolled in or participating in a program sponsored by the NC Department of Public Instruction shall use corporal punishment. Corporal punishment is defined as all forms of physical punishment including, but not limited to, spanking, paddling or slapping.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Behavior Control

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Service for the Deaf and Blind (EDSB) school personnel trained in Nonviolent Crisis Intervention techniques may intervene to control behavior or to remove a person from the scene in those situations when necessary:

1. To quell a disturbance threatening injury to others;
2. To obtain possession of weapons or other dangerous objects on the person, or within the control of the student;
3. For self-defense;
4. For the protection of persons or property; or
5. To maintain order on school property, in the classroom, or at a school-related activity on or off school property.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Emergency Closings

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

The Superintendent of Public Instruction or designee shall be responsible for making provisions and administering procedures for the temporary closing of the residential school(s) because of emergency conditions which are determined to be hazardous to life or safety of students and staff. In making such provisions, the Superintendent or designee shall confer with the Education Services for the Deaf and Blind (ESDB) Superintendent, School Director and/or emergency/public safety officials.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** School Transportation of Students

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** IDEA, G.S. 115C, Article 9,

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind (ESDB) guidelines regarding the provision of school transportation for K-12 residential and day students served by ESDB shall be consistent with the IEP's team decision for each student.

ESDB staff shall not take a student from campus unless it is within the normal scope of their responsibility as a school employee. At no time shall a student be transported in the personal vehicle of a staff member when the staff member is acting within the scope of his or her responsibilities as an employee of ESDB. Violation of this policy may result in the disciplinary action up to and including dismissal.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Student Attendance

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 115C-378, 115C-380-84

**Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind (ESDB) shall develop administrative regulations governing the attendance of residential and day students at all ESDB schools to ensure that all students meet the requirements of the compulsory attendance laws.

All students shall follow North Carolina Laws pertaining to Compulsory Attendance and in accordance with their IEP.

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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Student Wellness

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 115C-264

**Administrative Procedures Act (APA) Reference Number and Category:**

The Education Services for the Deaf and Blind (ESDB) shall establish a policy to enhance the healthy eating and activity patterns essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being at the Education Services for the Deaf and Blind residential schools.

### **I. School Health Advisory Councils (SHAC)**

ESDB shall establish, coordinate and maintain a local School Health Advisory Council (SHAC) at each school to support the education services for the deaf and blind's commitment to provide sound nutritional meals, physical activities, and a comprehensive health educational program to its students. The SHAC will lead implementation of the State Board of Education's Coordinated School Health Program which includes representation from the following eight areas:

1. Health Education
2. Physical Education
3. Health Services
4. Nutrition Services,
5. Healthy School Environment
6. School Counseling, Psychological and Social Services
7. Staff Wellness
8. Family/Community Involvement in Schools

The Council will serve as an advisory committee regarding student health issues.

The Council will provide periodic reports to the Superintendent or his/her designee regarding the status of work. In addition, the council will assist the Superintendent in creating an annual report which includes the minutes of physical activity and the minutes of physical education and/or

healthful living education received by students in the Education Services for the Deaf and Blind's programs, and any other information required by the State Board of Education.

## **II. Nutrition**

ESDB shall promote a food service program to ensure ALL students have access to the varied and nutritious food needed to stay healthy and strengthen their learning ability. This food services shall provide breakfast, lunch, dinner and snacks while adhering to the USDA National School Lunch and Breakfast Program. The Education Services for the Deaf and Blind shall ensure nutrition education within the Healthful Living Standard Course of Study and Grade Level Competencies adopted by the State Board of Education. The nutrition education shall be designed to help students learn nutritional knowledge including but not limited to principles of healthy weight management and the benefits of healthy eating reducing childhood obesity. The nutrition education shall be integrated and extended in the residential program.

## **III. Physical Activity and a Healthy School Environment**

ESDB shall support the development of programs for students enrolled in kindergarten through eighth grades to participate as a part of the school's physical education curriculum which will address such issues as overweight, obesity, cardiovascular disease and Type II diabetes. This program will strive to provide opportunities for age and developmentally appropriate physical activity during the day and incorporated within the residential program. Such activity may be achieved through a regular physical education class, recess, dance, classroom curriculum, as well as after school/residential life programs. The program should consider the benefits of having 150 minutes per week for elementary students and 225 minutes for middle school student's physical activity. This includes a minimum of every other day of physical education throughout the 180 days of school year. The Education Services for the Deaf and the Blind schools will provide information to families to help them incorporate physical activity in to their student's lives and encourage the community to institute programs that support physical activity. Education Services for the Deaf and the Blind schools shall develop a program to include physical activity in the residential programs. These programs shall provide a physical environment that includes a safe and enjoyable activity for ALL students including those who are not athletically gifted.

## **IV. School Counseling, Psychological and Social Services**

ESDB shall provide services that include individual and group assessments, interventions, and referrals designed to address problems early and enhance healthy social/emotional and psychological development.

## **V. Other School – Based Activities**

- Administrators, teachers, food service personnel, students, parents/guardians and community members will be encouraged to serve as positive role models and promote student wellness.
- Schools will provide a clean and safe meal environment.
- Drinking water will be available at all meal periods and throughout the school and residential program.
- Professional development will be provided for all nutritional staff, academic and residential staff.



- Food will not be used in the schools as reward or punishment.
- Schools will not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time.
- As appropriate, the goals of this student wellness policy will be considered in planning all school-based activities.

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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Weapons Prohibited on School Property

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 14-269; G.S. 14-269.2

**Administrative Procedures Act (APA) Reference Number and Category:**

All Education Services for the Deaf and Blind (ESDB) schools and places of employment within ESDB shall be free of all unauthorized weapons. No employee or other person shall carry, or engage another person to carry, whether openly or concealed, an unauthorized weapon as defined below, on to school property at any time.

Weapon is defined as any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or other powerful explosive, BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on school property. School property is defined as any building, bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the Education Services for the Deaf and the Blind.

Exceptions Include:

A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school approved program conducted under the supervision of an adult whose supervision has been approved by the school director;

Firefighters, emergency service personal, North Carolina Forest Service Personnel, and any private police employed by the Education Service for the Deaf and the Blind when acting in the discharge of their official duties, law enforcement officers, or any of those persons specifically exempted by G.S. 14-269 (b).

Any employee who is aware that an unauthorized weapon has been carried onto school property must immediately notify the school director.

Violation of this policy may subject the employee to disciplinary action up to and including dismissal.

The principal shall immediately report violations of this policy to law enforcement.

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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Hardware and Software Procurement, Gifts and Ethics

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** G.S. 143 Article 3 and 3C; North Carolina Administrative Code Title 1, Chapter 5; the State Purchasing Manual, and the DPI Purchase & Contract Manual, Part I; ([GS 115c-522](#), [115c-522.1](#))

### **Administrative Procedures Act (APA) Reference Number and Category:**

The Education Service for the Deaf and Blind (ESDB) schools shall establish policies and procedures for carrying out the responsibilities of purchasing, that are in accordance with the requirements set forth by the North Carolina Division of State Purchase and Contract (P&C) and the North Carolina Department of Public Instruction (DPI).

Purchasing is defined as the acquisition of all equipment, materials, supplies and printing through outright purchase, rental, lease or lease-purchase.

#### **A. GENERAL**

The ESDB Schools must process their purchase orders through the DPI Purchasing and Contracts Section. Purchases made by ESDB Schools shall reflect sound business practices as set forth in N.C.G.S. Chapter 143, Article 3 and N.C.G.S. Chapter 143B, Article 14 and shall comply with all applicable procurement rules and regulations, including those set forth in Title 1, Chapter 05 and Title 9, Chapter 06 of the North Carolina Administrative Code; the NC P&C State Purchasing Manual; the NC DIT Information Technology Procurement Policies and Procedures; and the DPI Purchase & Contract Manual.

#### **B. ETHICS IN PURCHASING**

Employees of ESDB must not appear to be, or in fact become, obligated to any supplier. Procurement staff shall not participate in any transaction in which they might personally benefit. All ESDB employees, including procurement staff, will deal with suppliers and potential suppliers on an impartial basis and shall comply with the State Board of Education's Policy regarding Standards of Conduct for the North Carolina Department of Public Instruction.

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**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Access to Services

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

The Education Service for the Deaf and Blind shall protect the rights of children with disabilities ages three through 21 who are in Education Services for the Deaf and Blind (ESDB).

Each ESDB school shall provide a free appropriate public education that emphasizes special education and related services designed to meet the unique needs of its children with disabilities and prepares them for further education, employment, and independent living, and ensure that the rights of these children and their parents are protected, as described in NC Procedures Governing Services for Children with Disabilities.

Each ESDB school shall implement all applicable state and federal policies, including the Individual with Disabilities Act (IDEA) in serving its students

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## Policy Manual

### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Online Instruction and Assessment

**Current Policy Date:**

### **Other Historical Information:**

**Statutory Reference:** 2011 Session Law Chapter 145, Section 7.22(h)(2)

#### **Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind (ESDB) schools recognize that online instruction is a valuable tool for affording students extended educational options. The schools will provide opportunities for students to participate in online instruction to the extent that it is academically and financially feasible, and matches students' needs.

Each school staff shall advise students and parents on the North Carolina Virtual Public School courses and other on-line courses available for credit. Enrollment in an online for credit course will count toward meeting school requirements related to minimum instructional days, seat time policies, student attendance, and athletic and/or extracurricular obligations.

A student, with the principal's prior approval and parent approval, may enroll in an online course with assistance from the school e-learning coordinator. The principal shall designate a staff member at the school to serve as the e-learning coordinator, who will be responsible for coordinating the enrollment of students in online courses, monitoring students' progress in those courses, and supervising any required testing. In addition, the principal shall ensure that the e-learning coordinator implements a plan for supporting credit recovery students throughout the semester.

The School Director or designee shall develop procedures aligning with State Board of Education requirements and the NC Policies Governing Students with Disabilities.

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**Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Advertising and Commercialism, Solicitation or Selling

**Current Policy Date:**

**Other Historical Information:**

**Statutory Reference:** [GS §115C-98](#); G.S. 14-238, G.S. 115C-36 and G.S. 115C-47

**Administrative Procedures Act (APA) Reference Number and Category:**

The Education Services for the Deaf and Blind (ESDB) shall protect the instructional day and significantly restrict commercial advertising, solicitation and selling on or within the ESDB schools. However, corporate support that maintains the integrity of the learning environment is encouraged.

Students and the educational program must be the focus of the ESDB schools. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, advertising for and promotion of commercial products and services are discouraged during the instructional day. School officials shall screen and approve the distribution and display of advertising materials and messages publicized through school media or displayed on school property and at school events.

**Protection of Student Privacy**

Neither the ESDB nor the school administrators at any school will require students to provide marketing information to vendors either through the provision of personal information or through marketing surveys. In addition, neither the school system nor any school administrator will enter into any contract for products or services, including electronic media services, in which students are asked to reveal personal information for collection by the providers of such services. For the purposes of this section, personal information includes, but is not limited to, the student's name, student's disability, telephone number, e-mail address and home address.

**Solicitation or Selling**

1. There shall be no soliciting from or selling to students or staff on school premises without prior approval of the school director or designee.

2. When solicitation of funds is conducted in the name of or on behalf of any school, the prior written approval of the school director is required for:
  - a. Soliciting outside school premises for funds to support school activities
  - b. The sale of products outside school premises by the students or staff of any school to support school activities

All money collected and expended as the result of such activities shall be recorded in the accounts of the school by the business manager and shall be subject to an annual school audit.

No employee shall set, as a precondition of membership or participation in any course or school-related activity, endeavor, or function, any requirement calling for an expenditure of money by a parent, guardian, or student, except with the knowledge and consent of the Director or designee.

This policy does not prohibit staff from requesting that parents pay the annual student activity fee and provide funds for field trips. However, in cases of financial hardship in paying these fees, parents may communicate their needs to the Principal.



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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and the Blind

**Policy ID Number:** New Policy

**Policy Title:** Internet Safety & Ethical Use Including Cyber Bullying and Harassment

**Current Policy Date:**

### **Other Historical Information:**

**Statutory Reference:** [Protecting Children in the 21<sup>st</sup> Century Act](#), Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)], [FERPA](#), G.S. 115C-407.5

### **Administrative Procedures Act (APA) Reference Number and Category:**

Education Services for the Deaf and Blind shall provide each student within the schools of the ESDB a safe, orderly and caring learning environment by prohibiting bullying and harassment under any circumstances.

ESDB schools shall:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- b. prevent unauthorized access and other unlawful online activity
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- d. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

As defined in the Children's Internet Protection Act, each ESDB school is committed to:

#### **1. Preventing Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications, to prevent access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed

harmful to minors. “Obscene”, “child pornography”, and “harmful to minors” shall have the definitions set forth in the Children’s Internet Protection Act.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **2. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the ESDB school’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- a. unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- b. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **3. Education, Supervision and Monitoring**

It shall be the responsibility of all members of each ESDB school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the LAN Manager or designated representatives.

ESDB Schools or designated representatives will provide age-appropriate training for students who use the School’s Internet facilities. The training provided will be designed to promote the ESDB’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the ESDB Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet
  - ii. cyberbullying awareness and response
  - iii. appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the ESDB School’s acceptable use policies, by signing the “Statement of Confidentiality,” “Online Internet Safety Pledge,” and the “Student Internet and E-Mail Account Agreement” (Form from ESDB / TEC 9012).

## **4. Bullying and Harassing Behavior Defined**

Bullying and harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- b. Creates or is certain to create a hostile environment by substantially interfering with or impairing students' educational performance opportunities, or benefits.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

## **5. Prohibited Conduct**

The prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, false rumors, derogatory comments, name-calling, hitting, shoving, spitting, intimidation, threatening or forcing to do things, and cyber-bullying (using the Internet, email, or text messaging to bully).

## **6. Reporting and Consequences**

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. Any student who believes that he or she has been bullied or harassed in violation of this policy should freely report such behavior immediately to a teacher, counselor, behavior technician, social worker or administrator at his or her school, including an option for a person to report such an act anonymously. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter immediately to their supervisor.

All complaints of bullying and harassment shall be promptly and thoroughly investigated by the school principal or designee in conjunction with the MIT process, as warranted. Violations of this policy shall be deemed as serious disciplinary infractions and addressed in accordance to the Code of Conduct (i.e. Level III and Level IV) for students. Consequences for the aforementioned levels are clearly stated in the Code of Conduct and may include, but not limited to, parent contact, school counseling referral, and suspension. Any reports of bullying and harassment shall be promptly investigated (within 24 hours). As relates to staff, all employee infractions will be addressed according to the State Personnel Policies. Additionally, this ESDB policy specifically prohibits retaliation against any individual who makes a complaint or reports an incident of bullying and harassment or who participates in an investigation or grievance proceeding initiated under this policy.

## **7. Training and Policy Review**

All employees, students and volunteers will receive annual training on the provisions and procedures of the Bullying and Harassing Policy. Additionally, all trainees must certify in writing they have received the training and understand their responsibilities to adhere to the

policy. This policy shall also be incorporated into each schools' employee training program, student code of conduct and school employee handbook.

# NORTH CAROLINA STATE BOARD OF EDUCATION

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### **Policy Identification**

**Priority:** Student Learning and Achievement

**Category:** Education Services for the Deaf and Blind

**Policy ID Number:** New Policy

**Policy Title:** Testing and Accountability

**Current Policy Date:**

### **Other Historical Information:**

**Statutory Reference:** G.S. 115C-12(9)c; G.S. §115C-81(b)(4); G.S. §115C-105.35; NC Constitution Article IX

### **Administrative Procedures Act (APA) Reference Number and Category:**

This rule establishes the testing and accountability policy and procedures for the Education Services for the Deaf and Blind (ESDB) regional schools.

#### **I. Testing**

- A. State Board of Education (SBE) policy GCS-A-010, the North Carolina *Testing Code of Ethics*, applies to all EDSB school employees who are involved with the state testing program.
- B. ESDB schools must designate one or more persons to serve as the EDSB testing and accountability coordinator who will assist in the administrations, reporting, and interpretation of tests and other accountability measures. Per SBE policy GCS-A-002 section (b):
  1. Coordinators shall attend training sessions provided by the department on the subject of proper test administration and required processing of test materials.
  2. Coordinators shall then conduct similar sessions within the ESDB schools for test administrators and proctors.
  3. Coordinators shall arrange for the scanning, scoring, and reporting of results from tests adopted by the SBE.
- C. ESDB schools shall follow SBE policy GCS-C-016 protocol and implement assessments at grades K, 1, and 2 that include documented, on-going individualized assessments throughout the year and a summative evaluation at the end of the year.
- D. Per SBE policy GCS-C-021, ESDB schools shall participate in the statewide testing program adopted by the SBE.

1. ESDB schools shall assure all eligible students in membership at grades 3–8 and high school participate with or without accommodations in either the standard administration or the alternate assessment of the end-of-grade and/or end-of-course assessments in English language arts/reading, mathematics, and science.
    - a. ESDB schools shall follow SBE policy GCS-C-003 for the use of end-of-course tests for accountability.
    - b. ESDB may adopt policies to use results from end-of-grade assessments in grades 3–8 as part of the student’s final grade.
  2. ESDB students at grade 11 shall participate in either the standard administration of the ACT or its alternate assessment.
  3. ESDB students who are identified as Career and Technical Education (CTE) Concentrators shall participate in the ACT WorkKeys administration.
- E. ESDB schools shall require all K–12 students identified as language minority through the Home Language Survey process upon initial enrollment be assessed for limited English language proficiency using the SBE-adopted instrument for identification of English learners (ELs).
1. All students identified as an EL must be administered the SBE-adopted test of English language proficiency during the annual English language proficiency testing window.
- F. SBE policies GCS-A-001 and GCS-A-009 regarding rules, guidelines, and procedures governing test administrations shall apply to ESDB regional schools.

## II. Accountability

- A. Per SBE policy GCS-C-021, ESDB regional schools shall participate in the state’s accountability program.
1. In order for an indicator to be included in the calculation, it must meet the minimum number of students required for reporting.
  2. If an indicator does not have the minimum cell size to protect the privacy of students in reporting aggregate data, it is not reported or included in the total achievement score. Schools are not penalized for not having an indicator; the school performance grade is calculated on the available indicators.
  3. The North Carolina Department of Public Instruction (NCDPI) will mask results to protect the privacy of students in reporting data for small cells in compliance with the *Family Educational Rights and Privacy Act* (FERPA) guidelines and agency standards for public distribution of data.

## III. Teacher Evaluation Process

- A. Effective with the 2016–17 school year, ESDB regional schools shall participate in the North Carolina Teacher Evaluation Process as outlined in SBE policy GCS-A-016.